CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:					
Classification Specification: <u>ENGINEERING MANAGER</u>					
Salary Range: NR 52 - Management Benefit Level B					
Position Description (Working Title): <u>Design Engineering Manager</u>					
Incumbent:					
Location: Public Works/Engineering – Design					

GENERAL PURPOSE:

Under the direction of the City Engineer and Public Works Director, supervise and perform complex and professional engineering duties in the management, design, coordination, and direction of Public Works civil engineering projects; train, supervise, assign, and review the work of assigned personnel; assure efficient and effective functioning of the Design Section.

Work is characterized by management, administrative, and supervisory responsibilities for the organization, including directing and evaluating the operation of the Design Section. The incumbent directly supervises employees in the Design Section; and carries out supervisory responsibilities in accordance with the organization's policies and procedures as well as applicable laws. The incumbent's responsibilities include, but are not limited to, interviewing, hiring, and training employees; setting goals, establishing priorities and managing resources; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; resolving problems; and recommending terminations as appropriate. In addition, the incumbent approves and seals (with a professional engineer stamp) designs prepared by the Design Section.

Work is performed under managerial direction. The supervisor provides the employee with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assign and manage project design teams within the Design Section to work on various capital improvement projects (CIP).

Supervise and coordinate Public Works civil engineering projects and related activities; supervise and participate in the review of complex civil engineering designs, plans, specifications, and cost estimates.

Schedule and assign work to assure completion of projects in accordance with established timelines and budget limitations; direct section operations to assure efficiency and cost-effectiveness.

Manage the selection, contracting, and utilization of consultants for various Public Works projects including, but not limited to, structural, hydraulic, signal, environmental studies, and sewerage pump stations.

Coordinate projects with other engineering sections, City departments and divisions, governmental and private agencies, consultants, architects, contractors, vendors, utility companies, and the general public.

Train, supervise, and evaluate the performance of assigned professional engineers and technical personnel; coordinate, plan, assign, and review work; interview and hire employees; appraise performance; reward and discipline employees; address complaints; resolve problems; approve/schedule sick leave and vacation time; and recommend terminations as appropriate.

Oversee and participate in project site inspections; and review construction progress with plans and projects to assure compliance with applicable codes, ordinances and regulations.

Manage the preparation and estimation of Public Works CIP project budgets from small (\$50,000) to large (\$50,000,000) projects.

Prepare the section budget based on staffing and resource requirements, cost estimates, division objectives, and departmental goals; monitor and document section expenditures; assist in the preparation of the department's capital and operating budget.

Oversee the analysis of statistical and technical information and data, and the preparation of reports concerning CIP projects and related activities; direct the maintenance of comprehensive records and files related to engineering projects.

Serve as the City and division representative at various meetings as required; participate on committees and deliver oral presentations as needed to elected officials, citizen groups, public officials, or the press relating to the City's Public Works projects.

Act as spokesperson for the City regarding city published environmental impact statements relating to CIP projects as assigned.

Coordinate right of way acquisition for Public Works projects; oversee the negotiate of right of way acquisitions as assigned; negotiate agreements with other agencies such as railroads, utility companies, and other cities or agencies as needed; coordinate legal issues related to CIP projects with the City Law Department or outside legal counsel as needed to support Design Section projects and condemnation issues.

Act as expert witness as required by the City for legal matters such as condemnation proceedings and insurance defense.

Review and provide recommendations concerning local codes, regulations, policies, and ordinances related to civil engineering as directed.

Respond to questions and complaints from the public concerning assigned engineering functions; provide technical information related to codes, ordinances, regulations, policies, and projects.

Review conceptual preliminary and final designs and cost estimates, grant and permit applications, survey requests, and SEPA checklists.

Oversee the formation and completion of local improvement districts (LID); review petitions and establish LID boundaries; prepare maps, cost estimates, correspondence, and preliminary and final assessment rolls.

Prepare information, requests, and recommendations concerning resolutions and ordinances; compile and review information and other materials for public hearings and City Council meetings.

Attend public hearings and other meetings concerning Public Works CIP projects; answer questions from contractors, bidders, developers, and the general public.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

Prepare an Annual Business Plan and Annual Work Plan as required by the Public Works Director for the major accomplishments and projects of the Design Section for each Budget Year relating to the strategic plan and goals of the City and Department.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of civil engineering as related to the preparation of plans and specifications of various Public Works projects
- Current trends, developments, and legislation pertinent to civil engineering
- Materials, techniques, and equipment applicable to the area of specialization
- Engineering regulations and standards
- Principles and practices of supervision, training, group dynamics, and team development
- Technical aspects of field of specialty
- Research methods
- Applicable laws, codes, regulations, policies, and procedures
- Oral and written communications
- Municipal government budget preparation and control
- Modern office equipment and procedures including, but not limited to, the use of a personal computer and applicable software

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SKILLED IN:

- Effectively using interpersonal skills in a tactful, patient, and courtesy manner
- Communicating orally and in writing
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Maintaining records and preparing reports
- Preparing and delivering oral presentations to diverse groups
- Effectively organizing and expressing ideas through use of oral and written communications
- Application of principles and practices of supervision and training
- Mentoring, training, and motivating others

ABILITY TO:

- Manage, supervise, and perform complex and technical engineering duties in the coordination and direction of Public Works civil engineering projects
- Prepare plans and specifications and review engineering project cost estimates
- Adapt approved engineering methods and standards to the design and construction of a variety of municipal Public Works projects
- Communicate effectively both orally and in writing
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures
- Manage, supervise, train, and evaluate personnel
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Work from blueprints, shop drawings, and sketches
- Organize and schedule work to meet timelines
- Work independently with little direction
- Plan and organize work

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Civil Engineering, or related field; and

Experience: Five (5) years of increasingly responsible civil engineering experience including a

minimum of three (3) years of management and supervisory experience.

Or: In place of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities

listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- Must successfully pass the city's pre-employment records check and maintain an excellent driving record

Washington State Professional Engineer (Civil) license is required

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computer, telephone, fax and copy machine, calculator, projector, and dictaphone.

The incumbent may also be required to operate a City vehicle.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle and feel; talk; and hear. The employee is frequently required to lift and or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel; and reach with hands and arms. Specific vision abilities required by the job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an office environment and an outdoor field environment. The noise level in the work environment is normally moderate in the office and loud in the field. The incumbent may be exposed to individuals who are irate or hostile. The incumbent is subject to driving to various locations to inspect or review construction projects.

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SIGNATURI	ES:				
Incumbent's Signature		Date	Supervisor's Signature	Date	
Approval:					
Department Director/Designee		Date	Employee Services Direct	ctor/Designee Date	
**Note:	This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.				
Revised 7/3	13/09				